Annual Report

Department of Special Collections

Columbia University Libraries

July 1, 1966 - June 30, 1967

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Special Collections

(Kenneth A. Lohf)

Part I: Statistical Reports
Table 1

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1966/67

Department: Special Collections Reported by: Kenneth A. Lohf Date: July 31, 1967

Note: All material processed by Special Collections except those followed by "(c)"

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS				
Books	222,481 (c)	2,624 (c)		225,105 (c)
Serials				
TOTAL (Books & Serials)				
College Catalogs				
Music Scores	ca.350			ca.350
Newspapers				
Technical Reports				
Trade (manufacturers' Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	ca.61,694 -7,978 *revised estimate	5,295	559	ca.66,390 -7,978
Book Dealer/Auction Catalogs	ca.12,800	ca.500		ca.13,300

C1(667)2C

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	___	___	___	___
Reports for bachelor's degrees	384 vols.			384 vols.
Master's essays	4,375 vols.	149 vols.		4,524 vols.
Doctoral dissertations edumtiana	10,013 (c)	428 (c)		10,441 (c)
Music	6 boxes 37 vols.			6 boxes 37 vols.
Books, letters, diaries, etc.	4,820	11		4,831
Other (Please specify)				
Manuscript Collections (ca.3,000,000 items)	455	17		472
Cuneiform Tablets	ca. 500			ca.500
3. MICROTEXT	___	___	___	___
Microfilm	576 reels	85		661
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	___	___	____	____
Films	5 reels		5 reels	___
Phonograph records	969			969
Slides	ca.100			ca.100
Tape recordings (spool,reel)	325			325
Other (Please specify)				
5. OTHER MATERIALS	___	___	____	____
Broadsides	2,051			2,051
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	1,369	1		1,370
Memoirs (Oral History)	933	61		994
Memorabilia				
Newspaper Clipping File				
Pamphlets (uncat.)				
Photographs				
Pictures, prints, drawings, etc.	ca.5,000	ca.500		ca.5,500
Tests				
Other (Please specify)				
Epigraphy Specimens	159			159
Papyri	ca.700			ca.700
Ostraca	ca.500			ca.500

Table 2

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Year beginning July 1, 1966. Library Special Collections

(See Instructions on Verso)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)		Columbia	Non-Columbia, Including Affiliates
		Books	Manuscripts		
Jul		1,082	31,132	2,389	257
Aug		711	58,648	210	253
Sep		545	43,931	206	4
Oct		890	40,408	1,916	108
Nov		1,089	50,620	1,658	4
Dec		1,348	31,076	1,112	108
Jan		1,042	22,897	567	15
Feb		674	11,665	551	106
Mar		964	28,453	376	1
Apr		988	18,095	194	1,289
May		1,222	29,735	369	22
Jun		743	34,699	335	752
Totals		11,298	401,359	9,883	2,919

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at 5,000 items. (Briefly indicate the manner in which this estimate was made in the space provided below).

This estimate includes Manuscript and Incunabula Catalogs, Book Dealer Catalogs, and Reference Books, and is based on the average daily count made by the page responsible for shelving these materials.

Name of staff member responsible for this report: Kenneth A. Lohf

C5(665)2C

Part 2: Summary of Year's Work

General Introduction

The accompanying report describes the growth, development, and operation of the Department of Special Collections for 1966/67. It covers Special Collections proper, including the Reading Room, Columbiana, the Russian Archive, and the Herbert H. Lehman Papers.

For the third year in succession we report a substantial rise both in reader use of manuscripts and in the rate at which such resources are being accumulated. This increase in use and growth are taxing our facilities for research and storage, and it becomes increasingly difficult to envision how our present stack and reading room space can accomodate the increased readers and resources which the next few years shall surely bring. The planning for new quarters for Special Collections must take into account this rapidly expanding function of the department.

Mention must be made of the acquisitions which have been added to the collection, both by purchase and by gift. During the report year we expended $37,666.61, of which $26,716.11 represented funds allotted to the department, while $10,950.50 came from reserve and other funds not allotted to Special Collections. Acquired by these means were 298 books, 24 manuscripts, and 8 collections. Six appraisals were also charged to our accounts. A more detailed break-down is given in Appendix A.

During each year a number of important and valuable gifts come to Special Collections. In this manner we acquire for research significant books, manuscripts, and collections which we would not normally be able to add to our resources by any other means. Most of these gifts have been described in

"Our Growing Collections" in the Columbia Library Columns. This year there were 74 donations totaling $174,923.00 in appraised or estimated value.

In conclusion, it should be noted that 519 reference letters were written by members of the department staff, apart from those stemming from Columbiana and the Russian Archive. The following public exhibitions were on view in the 3rd-floor exhibition area:

Columbia's Finest, Highlights of the Collections.
Butler Library, 3rd floor. July 5 - November 7, 1966.

Europe Informed.
Butler Library, 3rd floor. August 22 - September 16, 1966.

Rarities for Research. Gifts and Purchases 1965-1966.
Butler Library, 3rd floor. November 8, 1966 - Jan 9, 1967.

The Songs of Stephen Foster.
Butler Library, 3rd floor. January 9, 1967 - March 1, 1967.

Homage to Blanche W. Knopf.
Butler Library, 3rd floor. March 2, 1967 - May 23, 1967.

Originals by Artzybasheff.
Butler Library, 3rd floor. May 24, 1967 -

Respectfully submitted,

Kenneth A. Lohf
Assistant Librarian
Special Collections

July 31, 1967

Status of the Collections

Printed Materials

The collections have been increased this year by the addition of 7,919 new volumes, of which 2,624 are cataloged and 5,295 uncataloged. The noteworthy gifts, as well as the purchases, have been described and enumerated in "Our Growing Collections" in the Columbia Library Columns.

Cataloging

The cataloging of printed materials, as in past years, has included titles from new as well as previous acquisitions. Cataloged this year were 2,624 volumes, a decrease of 534 volumes from the 1965/66 figure. The cataloging of the tremendous backlog of volumes acquired in previous years has been virtually at a standstill this year. On October 27, 1966, a survey was made of uncataloged books in Special Collections and a report submitted to the Head of the Cataloging Department. It was hoped that this report would point up the magnitude of the problem and stimulate a proposal for its solution. For a copy of the report see Appendix B.

Realizing that uncataloged materials are a serious deterrent to research, we have begun a program of typing bibliographical records on 3 x 5-in. slips for all uncataloged and previously unlisted book collections. During the year we have prepared such records for approximately 4,000 titles in 18 separate collections. These records are maintained in a special file subdivided by collection, a cumbersome record to use efficiently, especially for readers. This file is no substitute for complete cataloging, but it is one step forward in bringing our arrearages under bibliographical control and thereby assisting the specialized research that is the basis for our services.

The total recorded, cataloged holdings as of June 30, 1967, in printed material stands at 225,105 volumes. Uncataloged printed materials number approximately 66,390 volumes.

Binding and Maintenance

Some progress has been made this year in reducing our binding arrearages. During 1966/67, 495 volumes were bound by the commercial binder. In addition, 149 volumes of Master's Essays were bound, and 73 volumes were laminated. 517 volumes were received from the Columbia bindery where they received pamphlet bindings and board portfolios. These figures represent increases in all categories over 1965/66.

A project to devote some 6 hours weekly of staff time to the care and preservation of leather book bindings was initiated late in September. We were able to oil all the books in the Fine Press Collection as well as a number of other volumes in particularly dire need. The total number of items oiled was 293 volumes. The importance of this care cannot be too greatly emphasized in a library where considerably less than optimum atmospheric conditions prevail for the storage of leather bindings.

Taking cognizance of the unique exigencies of the bibliographic study of modern first editions, Special Collections decided in November to take steps to preserve the paper book jackets on volumes in the collections. A project was begun to place all jackets in standard Mylar plastic "book covers". These were selected because they enable us to leave the jacket on the book while giving it the same protection it would have in an envelope or folder. Moreover, no adhesive of any sort is required if the folding is done properly. To date, approximately 1,200 jackets have been processed, including most of our holdings of modern English and American literature.

Manuscripts and Manuscript Collections

The department's holdings of manuscripts have been increased by the addition of 71 individual manuscripts, 14,517 manuscripts added to existing collections, and 17 new manuscripts collections containing approximately 45,000 items. These represent significant increases in all categories over the previous year. Noteworthy new collections include the Isidor Schneider Papers, the John H. Wheeler Correspondence, Daniel Del Rio's "Bolivarian Collection of Documents", the Rose Franken Papers, the Carlton J. H. Hayes Papers, the Dorothy Norman Papers, the Bernardine K. Scherman Papers, and the Harry Scherman Papers.

Cataloging

During the year 69,934 letters and manuscripts were processed. Of this number, approximately 24,000 items were processed for the Nicholas Murray Butler Papers, thus completing work on this collection which totals 141,900 items. Also, 6,962 items were cataloged for the Jay Family Papers.

Total recorded manuscript holdings - June 30, 1966

Book Manuscripts	4,831
Oral History Research Office Memoirs	994 vols.
Manuscript Collections (containing approximately 3,000,000 items)	472
Master's Essays	4,534 vols.
Cuneiform Tablets	500

Use of the Collections

For the third year in succession we are able to report a substantial rise in manuscript use, giving credence to the frequent departmental remark that "Special Collections is fast becoming a manuscript library." This aspect of our responsibility is over-shadowing and very nearly over-whelming all of our other functions. The number of manuscripts serviced in the reading room increased approximately 35 percent over the previous year. The statistics for the past five years for both books and manuscripts are as follows:

	Manuscripts	Books
1962/63	11,861	9,614
1963/64	26,622	10,064
1964/65	128,708	10,980
1965/66	295,936	12,314
1966/67	401,359	11,298

While one cannot predict future growth, it is apparent that academic research based on original documents and manuscripts has established itself at a high level and will probably continue to expand, particularly in the areas of history and literature. There are no indications of any abatement in the use of manuscripts and archives, and consequently any plans for enlarged or new quarters will have to make ample provision for not only the growth of manuscript sources but also for improved servicing and augmented reference assistance. Now that an additional librarian has been assigned to the department for the coming year, it is our intention to train this new staff member for primary responsibility in the processing, cataloging, and reference service relating to manuscripts and archives. We have expressed this need in past annual reports, and it is gratifying to know that we will now be able to improve this area of our responsibility.

The use of books decreased slightly this year, but remained within the 10,000 - 12,000 volume range we have attained the past four years. Until the patterns of scholarship shift, it seems likely that book use will continue at this level.

The number of readers' visits decreased approximately 8 percent compared to the previous year. The statistics on readers for the past five years are as follows:

1962/63	6,289
1963/64	6,044
1964/65	6,342
1965/66	6,038
1966/67	5,538

The pattern that emerges from these compilations is that slightly fewer readers used approximately the same number of books as in previous years but considerably more manuscripts. Also, since the congestion in the reading room is now fairly constant throughout the year, with the critical times occurring during the Christmas and the spring recesses and June through August, it is reasonable to conclude that the manuscript researchers are making heavier demands on our facilities and services.

Working against physical disadvantages (lack of air-conditioning, inadequate work space, remote shelving areas, among others), our staff has performed with skill and devotion. It is only through them that we are able to continue offering the specialized services which scholars and students require and have come to regard as our characteristic strength.

Current or Future Problems

Summary

1. Physical Problems:
    a. Lack of air-conditioning and humidity control.
    b. Lack of sufficient work and office space for the reading room operations. Considerable thought has been given as to how we might use our present space most efficiently. If the Epigraphy and Papyrus Room were vacated, it would be possible to move some of our reading room activities into both that room and the adjoining Plimpton Room.
    c. Congestion in the reading room and the lack of sufficient and appropriate desks for readers. The present restrictive space in the reading room does not allow for larger desks for readers, although that would be the most desirable improvement. If present levels of manuscript use persist, it seems likely that separate reading room quarters will have to be established for the use of manuscripts.
    d. Lack of sufficient shelf space for the future growth of the book and manuscript collections. Assuming that it will take at least five years to provide new quarters for Special Collections, it seems likely that we will run out of shelf space before we move. At present the only adjoining area into which we could expand is stack 12, the stack currently occupied by the Library School Library.
2. Materials Problems:
    a. Uncatalogued printed materials now numbering approximately 66,390 volumes. The only solution here seems to be the provision for more cataloguers.
    b. Unprocessed manuscript collections. Probably one-quarter of our collections have not been properly sorted and arranged. A new staff

member is being assigned to the department this year, and it is hoped that she may be trained in this area of our operations. In planning for new quarters for the department, it is imperative that we include a Manuscript Processing Unit such as the ones in operation at most large research libraries.

c. Need for bibliographical assistant to record gifts and purchases and maintain the appropriate files. This record-keeping grows every year as the activities of the Friends expand and our funds increase. This could be a part-time assistant to the secretary of the department.

d. Preservation of leather bindings. We have begun a project for oiling and preserving bindings, and we hope to continue with it during the next year.

Appendix A

Chart Detailing Purchases Made by Special Collections During 1966/67

Fund	Books	Manuscripts	Collections	Appraisals	Misc.	TOTAL
General 293	57 $2,389.68	6 $380.60	1 $500.00		1 $185.00	$3,455.28
Bancroft 4-293	90 $2,317.00	11 $890.00	2 $4,500.00	6 $875.00	2 $10.00	$8,592.00
Epstean 429	25 $452.50	2 $375.00				$827.50
Smith 482	19 $4,419.92	1 $650.00				$5,069.92
Ulmann 484	6 $282.00	2 $395.00			1 $75.00	$752.00
Lodge 497	88 $6,126.75	2 $1,515.00				$7,641.75
Halsband 532	10 $348.30					$348.30
Thorndike 588	1 $29.36	$				$29.36
Bancroft 400			2 $6,500.00			$6,500.00
Reserve Res. 6353			3 $4,020.50			$4,020.50
General 351	1 $280.00					$280.00
Strass-burger 483	1 $150.00					$150.00
TOTAL	298 $16,795.51	24 $4,205.60	8 $15,520.50	6 $875.00	4 $270.00	$37,666.61

Report on Uncataloged Books Sent to the Cataloging Department

Columbia University Libraries

INTERDEPARTMENTAL MEMORANDUM

October 27, 1966

To: Donald Cook, Cataloging Department
From: Kenneth Lohf, Special Collections

Re: Uncataloged Books in Special Collections

I am submitting herewith a list of the principal collections of uncataloged books in Special Collections. There are 28 collections containing approximately 51,000 volumes.

The collections are listed in a rough order of priority based on a combination of research and monetary value. This priority is also based somewhat on the pressure Special Collections has had from graduate students and faculty to process materials in specific areas, i.e., history of printing, mathematics, economics, and history.

The classification given is that of existing systems employed. In instances where the classification column is blank this indicates that the collection is to be cataloged as a separate collection and that any feasible classification scheme could be employed.

This list of uncataloged collections is not a complete or comprehensive listing of uncataloged books. Rather, it represents only those collections that must be ultimately cataloged because of their rarity and uniqueness. Those not included on this list are collections (such as the libraries of Henry L. Moore and John Bates Clark) which will probably never need to be cataloged.

As mentioned in the recent annual report of Special Collections, uncataloged materials (whether book or manuscript) represent a serious deterrent to research and a complication of our reader-service processes. We hope that the Cataloging Department hours devoted to the cataloging of Special Collections books will be increased in the near future to alleviate this long-standing problem.

53. (159) 20M

DEPARTMENT OF SPECIAL COLLECTIONS

Uncataloged Collections

Collection	Subject	Date Acquired	No. of Volumes	Disposition	Classification	Notes
Typographic	Printing and related fields	1940-Purchase	6,000	Book Arts-4,000 Graphic Arts-1,500 B-500	BA-LC GA-LC B-Dewey	
Lodge	Classical authors	1944-Gift and later purchases	250	Lodge	Date/Cutter	Cataloged current acquisitions
Smith	Mathematics, Astronomy, and early science	1931-Gift and later purchases	5,500	Smith	Dewey	
Seligman	Economics and political science	1929-Purchase	12,000	Seligman	Date/Cutter	
Science Transfer	Engineering and applied sciences	1956-Transfer	1,000	B	Dewey	
Natural Science Transfer	Biology, botany, geology, etc.	1956-Transfer	250	B	Dewey	
Plimpton	Education and humanistic writings	1936-Gift	11,000	Plimpton	Dewey	
Incunabula	Classical authors and general subjs.	Various dates: gift and purchase	900	Incunabula	Date/Cutter	

Collection	Subject	Date Acquired	No. of Volumes	Disposition	Classification	Notes
Meloney	Literature and history	1962/66-Gift	1,000	Meloney		
Jeffrey	Islamic literature and history	1960-Gift	1,500	Jeffrey		
Horace-Macy	Editions of Horace	1966-Gift	28	Macy	Date/Cutter	
Engel	English and American literature	1952/61-Gift and bequest	700	Engel		
Churchill	Books by and about Winston Churchill	1957/66-Gift	500	Churchill		
Gildersleeve	English, American, and genl. literature	1962/64-Gift	250	B	Dewey	
Donald Clark	English and American literature	1962-Gift	200	Clark		
Marjorie Nicolson	English literature, 17th and 18th cent.	1962-Gift	100	B	Dewey	
Mespoulet	French literature, 20th century	1965-Bequest	160	B	Dewey	
Benjamin	American literature	1943-Gift	550	B-400 v. Benjamin-150 v.	Dewey	

Collection	Subject	Date Acquired	No. of Volumes	Disposition	Classification	Notes
Schulze	German literature	1964-Bequest	100	B	Dewey	
Barnouw	Netherlands history, 17th century	1948-Gift	200	B	Dewey	
Mexico	Mexican imprints, 16-19th c.	1940-Purchase	150	B	Dewey	
Hamilton/ Bevier	Literature and religion, 18-19th c.	1958-Purchase	150	B	Dewey	
Huebsch	English and American literature, 20th c.	1965-Gift	1,200	B	Dewey	
Mudge	Childrens' periodicals	1958-Purchase	2,500	Mudge		
Hunt/Berol	Music, 16-20th centuries	1964/66-Gift	1,000	B	Dewey	Dicty catalogue until 1972
Barzun	Literature and music, 19-20th centuries	1953/66-Gift	450	Barzun		
Kent	James Kent Library	1951	1,500	Kent		
Somerville	Literature and drama, 20th cent.	1958-Bequest	1,500	Somerville		

Columbiana Report

(Alice H. Bonnell)

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Year beginning July 1, 1966. Library Columbiana

(See Instructions on Verso)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia, Including Affiliates
Jul	0	285	22	2
Aug	0	37	159	2
Sep	0	157	67	3
Oct	0	160	46	10
Nov	0	125	39	0
Dec	0	110	22	3
Jan	0	99	75	8
Feb	0	147	10	7
Mar	0	294	22	86
Apr	0	173	175	79
May	0	121	31	2
Jun	0	113	43	0
Totals	0	1,821	711	202

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space provided below).

Name of staff member responsible for this report: Alice H. Bonnell

C5(665)20

I - Development and Maintenance of the Collection

A. Printed Materials

Acquisitions

The collection has been increased in 1966/67 by the addition of 346 volumes (serials) catalogued and 27 volumes uncatalogued, by 210 additions to the Faculty off-print collection and 25 volumes to the duplicate collection. Notable among these acquisitions are the 12 volumes of the writings of James Furman Kemp, Professor of Geology, which were assembled, bound and presented to Mrs. Kemp after Professor Kemp's death, and now are presented to Columbia University by James T. Kemp, his son.

Cataloging and Indexing

Cataloging - 371 volumes were catalogued in 1966/67, 346 from new acquisitions, and 25 from previous acquisitions. With one exception these were all serials as no cataloging has been done this year of individual titles.

Indexing - An index has been provided for the volume - His Excellency, a Trustee. This is a most useful volume for the lesser known aspects of Columbia's history and the index increases its usefulness immensely.
As in previous years daily clippings from the New York Times, Spectator, etc are mounted and filed as well as the almost daily -received press relaeases from the University News Office. In addition a beginning has been made toward interfiling the vast amount of material assembled by the now defunct Alumni News which consists chiefly of news clippings and correspondence relating to Columbia Alumni.

B. Manuscripts and Manuscript Collections

Acquisitions

60 individual manuscripts and 2 manuscript collections were acquired during 1966/67. Among the former were typescript copies of the Valedictory and Salutatory addresses of 1966; correspondence of Samuel Avery on matters

relating to Avery Hall (15 pieces) from Mr. McGoey; from the Art History Department, correspondence of Professor William Dinsmoor regarding the filming of manuscripts in Europe during World War II; to be added to the files of the Office of the Dean, Columbia College, correspondence of Nicholas McKnight; five typescript speeches of Professor Huger Jervey, the gift of his sister, Miss Ann Jervey; and four working notebooks of Professor John M. Nelson, from his estate. The Office of the Dean of Columbia College proposes to establish in Columbiana a collection of correspondence from the office files relating to some of their recent famous alumni. This file would be open to use only by permission of the Dean of Columbia College. Deposited this year were files on Whittaker Chambers and Hermann Wouk. From the President's Office was received the correspondence relating to the choosing of the President of Columbia University in 1945-1947. This correspondence is closed except by permission of the President's Office.

Cataloging

172 individual manuscripts were indexed and filed and 8 manuscript collections were arranged and indexed. With but a few exceptions the 172 individual manuscripts were from the great backlog of uncatalogued materials which in the manuscript area is now almost reduced to current additions. Additions were made to the Departmental Records file and the Administrative Records file, and a beginning made on the re-cataloging and carding of the King's College Papers. Eight manuscript collections processed were - Bigelow, Louis Sherrill; Dewey, John (Notes taken from his lectures; Seligman, Edwin R.A. - Notes taken from the lectures of John W. Burgess; Trapp, William O. - Lectures notes of; Wainwright, Jonathan, College notebooks of; Wurzbach, Frederick, College notebooks of; World War I - War Records Committee - Correspondence.

C. Other Materials

Among the acquisitions of non-book, non-manuscript materials were

17 diplomas and certificates of William Walton, a Plaque "1966 Humanitarian award of the Community of Harlem to Columbia University for work in maintaining and advancing Harlem Hospital"; 1 reel of film - interview with President Kirk on the subject of fund-raising (1961) ; Early 80's medal of Edward L. Heydecker, C.C. 1883.

D. Binding

114 volumes were sent to the Binding Department for Board Portfolio and pamphlet binding protection, chiefly for new acquisitions. 166 volumes were received from binding, this figure including some sent in 1965/66.

II. Bibliographic Control

Indexes were completed this year for book manuscripts, for manuscript collections, shelved both in Columbiana and Special Collections, and for the Class Records Collection. Several groups of materials remain to be so treated - Alumni Records, Medals and insignia, posters and broadsides.

III. Reference and Circulation

In 581 reader visits, 1826 items were used in the Reading Room and 913 items were sent for intramural or local interlibrary loan. All these figures show an increase over last year's use figures, due partly to the intensive use of Columbiana materials by the various people associated with the 200,000,000 dollar campaign fund. In addition to requests for information received in the Reading Room, Columbiana receives many telephone and mail requests daily. 173 reference letters were written during the year.

Chief among Columbiana's users are the Officers of Administration in Low Library, students of Columbia and Teachers College, the News Office, staff of Columbia College Today and the Alumni Federation. Among non-Columbia users have been: Mr. Martin Regen (Batten,Barton,Durstine&Osborne) for pictures of early chemistry classes and laboratories; Elmer L. Wendell, Salinas, California, for the story behind "The football team guards the polls"; Stephen Handel, American Institute of Physics for remarks of Nicholas Murray Butler at the opening of Pupin Hall, 1927; Godfrey Cooper, descendent of Myles Cooper to see our

Cooper materials; Robert F. Hills, Devon, Pa. for photograph of a building at Columbia University witha paper dome (1873), to be used at Expo 67; Carmen Morrill, Wellesley College, for the plan of education and the library at King's College while Alexander Hamilton was a student; Dr. Merle Curti to locate an introduction by John Dewey to a volume by Jane Addams; American Her itage for pictures of Columbia College at the time of the Doctor's Riot 1793; Barbara Furstenberg, Ph.D. candidate at the University of Wisconsin, to trace the history of the teaching of Dramatic Arts at Columbia; Elaine Foster, Ph.D. candidate at Teachers College, to trace the history of the teaching of art at Columbia; Dr. Thomas Gallagher for material on the Doctor's Riot; San Fernando State College - Miss Turner for material relating to the productions at Columbia of T.S. Eliot's Sweeney Agonistes; Mr. Joseph Coffee vice president of Eisenhower College for materials to borrow for an exhibit at the Gallery of Modern Art of Eisenhower memorabilia, etc. etc.

Intramural loans (711) were made chiefly to the Officers of Administration Photographic Services, Columbia Campaign Office and Columbia University Press. Although as a rule Columbiana materials do not circulate, duplicate pictures and pamphlets are loaned to business organizations, libraries, museums, publishers, etc. 202 items were so loaned in 1966/67.

IV. Library Operations and Administration

a. As in the past the King's College Room has been open to visitors during the regular hours of opening of Columbiana. The daily flow of visitors continues unabated, groups ranging from an individual to tours of 25 or 30. In addition the room has been open for a number of Rotunda functions. The Room continues to give pleasure to all who see it.

b. Exhibitions

The exhibit of original sketches "Great Moments in Columbia's History" has been retained for another year as it continues to be of outstanding interest to visitors, students, faculty and staff alike.

c. Staff

c. Staff

Miss Sally Vaughan was appointed full-time desk assistant on October 1, 1966 replacing Carolle Carlson, resigned July 1, 1966. Miss Vaughan resigned as of June 1, 1967. During this period page service was not available to Columbiana. On June 1, 1967 Susan Bilton was appointed to succeed Miss Vaughan as desk assistant, full time. John Frohlich was appointed page at 20 hours a week as of June 1, 1967. A full staff of page and desk assistant will enable Columbiana to make some necessary re-arrangement of materials and to make final clearance of room 10.

5. Problems

a. Cataloging - It is more than 3½ years since anything like regular cataloging of individual titles has taken place for Columbiana; this year only one book has been so processed. This poses an increasing problem in terms of service and shelving. It would be of immense help if a few hours a week of regular cataloging time could be assigned to Columbiana (in addition to the time given by Serials) to gradually dissipate this backlog of uncatalogued material.

b. Temperature - As has been said in previous Columbiana Annual Reports, the continued exposure of the antique furnishings and oil portraits in the King's College Room and Columbiana to the extreme heat of both summer and winter is beginning to have a deleterious effect, drying the glue and warping the wood in the furniture, and drying the paint and canvas of the portraits. A more equable temperature both summer and winter is necessary if these valuable art objects and paintings are to be properly preserved.

Respectfully submitted

Alice H. Bonnell

Alice H. Bonnell
Curator, Columbiana

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CIRCULATION
~~MONTHLY STATISTICS~~
Annual Statistics

COLUMBIA UNIVERSITY LIBRARIES

LIBRARY Columbiana

DATE: 1966/67

Units	I. USE IN LIBRARY A. Reserve 1. Signed	I. USE IN LIBRARY A. Reserve 2. Shelving	I. USE IN LIBRARY 1. Signed	I. USE IN LIBRARY 2. Shelving	II. CIRCULATION A. Reserve	II. CIRCULATION B. Non reserve
Books			1241			
Unbound periodicals						
Vertical file			) 535			
Graphic materials			)			
Microfilm						
Phonograph records						
Catalogs						
Rental reserves						
Mss.			48			
Sub-total						
TOTAL			1826			
GRAND TOTAL		+				

III. INTER & INTRALIBRARY LOANS	
A. Interlib. loan service	
B. Local interlib. loan service	202
C. Intralib. loan service	700
D. Photo service	11
E. Technical services	154
TOTAL	1067
Attendance: Total door count	Readers-654 581 Visitors-3652 3508
Attendance: Average spot check	
Hours open during month	945
Receipts for rental reserves	

For "Notes and Comments" use additional sheet.

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COLUMBIANA
Annual Report - Statistics
1966/67

	1963/64	1964/65	1965/66	1966/67
Reader Visits	654	365	419	581
Visitors	3652	2894	2349	3808
Use on premises	2215	978	1112	1826
Books	(1353)	(603)	(727)	(1241)
Manuscripts	----	(5)	(24)	(48)
Vertical File	(862)	(370)	(361)	(535)
Intramural Use	211	152	89	711
Extramural Use	16	46	53	202
To Cataloging Dept	(40)	(277)	(59)	(40)
To Binding Dept	(11)	(53)	(67)	(114)
Total	2442	1176	1254	2739

(Figures in parenthesis not counted in totals)

Growth of the Collection

Printed Matter

New acquisitions catalogued .....346 serials
Previous acquisitions catalogued ..... 25 serials
New acquisitions uncatalogued 27
*additions to duplicate collection 25
*additions to Faculty off-print file 210
* not included in departmental totals

Total recorded holdings - printed materials 6/30/67 13612

Manuscripts and manuscript collections

Acquisitions

Individual manuscripts 60
Manuscript collections 2
Additions to manuscript collections previously acquired 56

Processing

Individual manuscripts 172
Manuscript collections 8
Additions to ms. collec. 56

Other materials acquired

Photographs 75
Diplomas 43
Film ..... 3 reels
Scrapbooks 34
Memorabilia 3

COLUMBIA UNIVERSITY LIBRARIES

Size and Growth of the Collections

Fiscal Year 1966/67

Department: Columbiana Reported by: Alice H. Bonnell Date: 7/14/67

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
1. STANDARD PRINTED MATERIALS				
Books	6099	27	-------	6126
Serials	7140	346	-------	7486
TOTAL (Books & Serials)	13239	373	------	13612
College Catalogs				
Music Scores				
Newspapers	282 v.	5 v.	------	287v.
Technical Reports				
Trade (manufacturers' Catalogs				
"Accessible," but uncataloged (types normally cataloged, not listed above)	621 ca.	21	-----	642 ca.
Duplicates	2416 ca.	25	------	2441 ca.

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Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
2. MANUSCRIPTS	———	———	———	———
Reports for bachelor's degrees				
Master's essays				
Doctoral dissertations	10,013 (c)	428 (c)		10,441 (c)
Music (Varsity Show scores)	7 boxes			7 boxes
Books, ~~[illegible]~~, diaries, etc.	303	4	-----	307
Other (Please specify)				
Manuscript Collections	17	2	-----	19
Original drawings	268	-----	-----	268
Additions to ms. Coll.		56 items		
3. MICROTEXT	———	———	———	———
Microfilm				
Microcards				
Microprint				
Microfiches				
Other (Please specify)				

Type of Material	Holdings Last Fiscal Year	Additions This Year	Withdrawals This Year	Net Holdings This Fiscal Year
4. AUDIO-VISUAL MATERIALS	___	___	____	____
Films	4	3	-----	7
Phonograph records	50	1	-----	51
Slides				
Tape recordings (spool,reel)	22	1	------	23
Other (Please specify)				
5. OTHER MATERIALS	___	___	____	____
Broadsides	55	2		57
Leaflets (4 pages or less)				
Maps, Charts (in sheets)	74	-----	-----	74
Memoirs (Oral History)				
Memorabilia Diplomas, medals robes, etc.	3020 ca.	3	-----	3023 ca.
Newspaper Clipping File	64 file dr. 655 corres.bx.	ca 2000	-----	64 V.F. drawers 655 corres.bx.
Pamphlets (uncat.) Faculty off-prints	7651 ca	210	-----	7861 ca.
Photographs (framed)	152	-----	-----	152
Pictures, prints, drawings, etc.	5 V.F. drawers 25 corres bx	75	-----	5 V.F. drawers 25 corres. bx
Tests				
Other (Please specify)				
Scrapbooks	71	34		105
Press releases	3 V.F. dr.	ca 300	------	3 V.F. dr.

Russian Archive Report

(Lev P. Magarovsky)

Columbia University Libraries
Archive of Russian and East European History and Culture
ANNUAL REPORT: July 1, 1966-June 30, 1967.

General.

The Archive is well known to the entire East European emigration as the central depository of historical materials. This is attested by our extensive correspondence and the acquisitions from various countries of Europe, Asia, Africa, both Americas, and Australia. Almost every exile is confident that the Archive always comes to the rescue of all those valuable materials which are threatened by destruction and oblivion, that the Archive fulfills to the last letter all conditions and restrictions imposed by the owners of custodians of accepted materials, and that the Archive never pursues any political goal, but is dedicated to the historical science, and is always trying to assist the objective scholar in performance of his task.

Main Purpose.

The Archive continues to execute its major task of gathering together the historical materials, since if not so gathered, many of these materials would be forever lost to any researcher - historian.

Year's Acquisitions.

According to the Inventory Card Index the following are the materials which the Archive has collected during the past year.

Archival collections (every collection as a unit) - 21 rolls.

Manuscripts (mostly memoirs) - 68 mss.

Epistolary collections - 5.

Special collections of various materials - 14

Of these materials, 78 per cent were acquired on a gift status and 22 per cent were purchased with small token payments.

Study and Appraisal.

Each acquisition required extensive preliminary study, research of its background, and lastly, the most delicate problem of all - a fair appraisal.

Correspondence Prior to Acquisition.

Almost every of the materials acquired was the result of an extensive search and lengthy correspondence.

Résumés.

Each acquisition was based on a résumé(summary) concerning its nature and value. The number of these résumés totalled about 120 for this year.

Subject and Person Card Index.

As soon as the acquired materials were read, cards were made out for them to constitute a Subject and Person (Name) Index which should cover all acquisitions.

Use of Materials.

In accordance with permission from Professor Philip E. Mosely, there were in the current year 46 Columbia University students visits. They used the materials pertaining to the Political Career of Maxim Gorky; Gen.M.G. Cherniaev's lifeand activities; the Populist current in Hungarian politics (1945-1965); Problems of Historical Destiny in the Works of Marc Aldanov; the Soviet ballet and related arts (music, theater) in 1920-1955; the Russian Emigration in Germany in 1918-1930.

the Russian Social Democratic Party and elections to the Gosud.Dumas; the Cossacks before the Revolution of 1917; the South Russian Volunteer Army in 1917-1918; I.L. Goremykin in 1914-1917; Count V.N. Kokovtsev's life and activities; the Russian Orthodox Church during World War II; Alexandra Kollontai's life and activities; Famine and famine relief in Russia (1890-1914); People's will a revolutionary organization between 1879 and 1881; N.A.Teffi's life and activities.

Non-Columbia University scholars paid 34 visits. They used the collections and materials pertaining to the following subjects: the church-state relations in the former Russian Empire and the U.S.S.R. (1900-1966); the Kondakov Institute in Prague (Czechoslovakia), 1923-1939; the Bolsheviks and the question of religion; Mark Aldanov's life and works; social change and revolution in the literary work of Maxim Gorky; Wolodymer Wynnychenko's life and works; the Revolution of 1917-1918 in Transcaucasia (especially in the Baku Region) and the British intervention; B.K.Zaitsev's life and works.

Prospects for the Coming Year.

Grounds have already been prepared for the acquisition of many new materials which will enter the Archive within the coming year.

Lev F. Magerovsky.

Lev F. Magerovsky
Curator, Archive of Russian and East European
History and Culture

Size and Growth of the Collections

Fiscal Year 1966/1967.

Department : Special Collections, Archive of Russian and East European History and Culture (for a Short description of its special charakter and of the various restrictions on the handling and use of its materials, see Manuscript Collections in the C.U. Libraries, p.77).

Reported by : Curator

Date : July 10, 1967.

Type of Materials	Holdings Last Fiscal Year	Additions This Year	Holdings This Fiscal Years
MANUSCRIPTS (mainly reminiscences, various notations,etc., 1770-1960).	2427	68	2495
PHOTOGRAPHS (mostly illustrations to the memoirs, 1870-1960)	1435	34	1459
NEWSPAPER CLIPPING Files (chiefly connected with texts of memoirs, 1890-1960)	568	14	582
LEAFLETS of 4 pp or less (as parts of archival collections).	411	11	422

COLUMBIA UNIVERSITY LIBRARIES

Circulation Report

Year beginning July 1, 1966. Library Russian Archives . . .

(See Instructions on Verso)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserves, restricted loans, etc.)	Columbia	Non-Columbia, Including Affiliates
Jul		Manuscripts		
Aug				
Sep		118	0	0
Oct		115	0	0
Nov		108	0	0
Dec		79	0	0
Jan		88	0	0
Feb		97	0	0
Mar		88	0	0
Apr		98	0	0
May		110	0	0
Jun		109	0	0
Totals		1,010	0	0

Vacation July 1 - Aug 15, 1966

August 16-Sept. 30, 1966

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at _____ items. (Briefly indicate the manner in which this estimate was made in the space provided below).

Name of staff member responsible for this report: Lev Magerovsky

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Herbert H. Lehman Papers Report

(William B. Lichtenstein)

HERBERT H. LEHMAN PAPERS
Room 833 - Butler Library
Columbia University
New York, N.Y. 10027

July 14,1967

MEMORANDUM FOR : MR.KENNETH A.LOHF
FROM: WILLIAM B.LIEBMANN

RE:LEHMAN PAPERS for Annual Report of Special Collections.

Since receipt of the PAPERS at Columbia in May 1966 the main task has been the making of a Card-Index Catalogue of the Lehman material received from the New York Public Library. From present indications this work should be completed by the end of Sept.1967.
Permission has been received for inter-filing(with suitable indications of CU & NYPL ownership). This can be done after completion of the card-index.
A supplementary volume to the bound catalogue summary is projected also on completion of the card-index.
Preparation of the memorabilia has also been continued during the year(picture framing, bookbinding,lacquering of silver & metal articles,etc.)
Detailed planning of the Lehman suite(future location of the PAPERS) has also proceeded and included all plans for display cases,bookshelves,stacks and storage cabinets,as well as all the complicated and extensive audio-visual machines. Detailed specifications and plans have been supplied to the decorator,architects and electrical engineers. A great many meetings and conferences have been held in connection with this material and practically all detailing is now complete and ready for the time actual construction of the building takes place.

Since the Papers became unrestricted in Jan.1967 they have been used by a graduate student of Syracuse Univ. working for a doctoral degree in History. His topic of interest was "Politics and Public Utilities in N.Y. 1930-1958". He worked here from 2/27 thru 3/3/67.

A graduate student from U.of Cal.(Riverside) plans to start research here on Aug.6/67. His topic:"The Impact of World War II on Civil Rights in N.Y.C. 1940-1943".

Request for interchange of lacking materials(via xerox copies)has been received from the Editor of the Alvin Johnson Papers. This has been postponed until the Johnson Papers are catalogued and arranged and the Lehman catalogue is completed.

Since receipt of the the Papers at Columbia the following loans or gifts have been received:
Collection of 50 motion picture films re:H.H,Lehman-indefinite loan from MUSEUM OF THE CITY OF NEW YORK,
Oil Portrait of H.H.Lehman-indefinite loan from STATE OF NEW YORK.
* Research Files,notes & memoranda on H.H.Lehman from PROFESSOR ALAN NEVINS
* Copies of correspondence with H.H.L. from PROFESSOR MAURICE NEUFELD,Ithaca,NY.
* Correspondence with H.H.L. from FRANK ALTSCHUL, N.Y.C.
* " " " from JUDGE EDWARD WEINFELD,N.Y.C.
* " " " re:Housing from AARON RABINOWITZ,NYC.
* Complete set of printed works from PROFESSOR ARTHUR L.GOODHART,Oxford,England.
* The Hugh Jackson Papers re:OFFRO & UNRRA from MRS.HUGH JACKSON, Appine,N.J.

* indicates gift.

This is a general summary. Let me know if you require additional data.

Sincerely,

William Liebmann